

MAINTENANCE AND MATERIAL MANAGEMENT (3-M)
MANUAL

APPENDIX D

HOW TO SUBMIT CHANGES TO THE SHIPS' 3-M MANUAL

APPENDIX D

REFERENCES

<u>REFERENCE</u>	<u>INSTRUCTION NO.</u>	<u>SUBJECT</u>
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None.	No instructions referenced in Appendix D.	
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APPENDIX D

CHANGES AND DEVIATIONS TO/FROM THE
SHIPS' 3-M MANUAL

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APPENDIX D

CHANGES AND DEVIATIONS TO/FROM THE SHIPS' 3-M MANUAL

D-1 CHANGES

Chief of Naval Operations (CNO) (N43) has final approval for all changes, corrections, or deviations made to this instruction (Ships' 3-M Manual). Naval Sea Systems Command (SEA 04TD) is responsible for the management of these changes with Naval Weapons Station (WPNSTA) Concord (Code 54) assisting with the research, coordination, and consolidation of all change recommendations. Navy Management Systems Support Office (NAVMASSO) and Naval Sea Logistics Center (Navy Maintenance Support Office Department) (NAVSEALOGCEN), when requested by NAVSEASYSKOM, shall assist with changes affecting the system software, processing, or storage.

D-1.1 Types of Manual Changes

a. Manual Advance Change Notice (MACN): A change issued to correct policy or procedure which severely affects maintenance, equipment, readiness, or ship/personnel safety. An approved MACN will be issued immediately by message without waiting for the next routine manual change. MACNs remain in effect until incorporated into the next routine manual change. A sequential number identifying the MACN, followed by the calendar year (e.g., MACN 1-94, MACN 2-94, MACN 1-95), will be assigned to each MACN issued.

b. Routine Manual Change: A change issued to enhance and correct policies and procedures not considered urgent. Changes in format or composition, changes made to clarify text, correct punctuation or spelling, update figure examples, or change codes are other examples considered routine. When approved and issued, a routine manual change cancels effective MACNs and consolidates them with routine change recommendations. A sequential number will identify each routine manual change (e.g., CH-1, CH-2, CH-3).

D-1.2 Submission and Processing of Change Recommendations

a. Urgent Change Recommendations: Any individual or activity having knowledge of a situation, policy, or procedure adversely affecting critical functions in the ships' 3-M Manual shall report this information by message to NAVSEASYSKOM (SEA 04TD) and the chain of command with information copies to CNO (N43) and WPNSTA concord (Code 54). Upon receipt of an urgent change recommendation, NAVSEASYSKOM/WPNSTA Concord will research and coordinate the report and make a recommendation to CNO. If warranted, a MACN will be developed and issued.

b. Routine Change Recommendation: A routine change recommendation shall be submitted, with justification, by letter to NAVSEASYSKOM (SEA 04TD) via the chain of command with a copy to CNO (N43) and WPNSTA Concord (Code 54). The format for submitting a routine change recommendation is shown in Figure D-1. Following the chain of command review, NAVSEASYSKOM will forward the change recommendation(s) to WPNSTA Concord. Each recommendation will then be acknowledged in writing by WPNSTA Concord to the originator. All routine change recommendations will be researched, reviewed, validated, and coordinated with affected organizations by NAVSEASYSKOM/WPNSTA Concord. Upon resolution, these recommendations become valid entries in the next manual change package.

D-1.3 Submission and Processing of Manual Changes/Revisions

a. When directed by CNO, NAVSEASYSKOM/WPNSTA Concord will develop a MACN in message form for CNO (N43) release.

b. When instructed by NAVSEASYSKOM, WPNSTA Concord will consolidate effective MACNs with resolved routine change recommendations and prepare a manual change package for CNO approval.

c. When directed by CNO, NAVSEASYSKOM/WPNSTA Concord will cancel all effective MACNs and incorporate them with approved routine change recommendations into the ships' 3-M Manual as a routine manual change.

d. When directed by CNO, NAVSEASYSKOM/WPNSTA Concord will prepare a revised edition of the ships' 3-M Manual that will supersede the current edition and changes.

Printing and distribution of MACNs, routine manual changes, and revisions will be coordinated by CNO (N43).

D-2 DEVIATIONS

A deviation request shall be submitted, with justification, when a need exists to depart from the policies, procedures, and/or responsibilities as stated in the ships' 3-M Manual. Requests will be made in writing to NAVSEASYSKOM (SEA 04TD) via the chain of command with a copy to CNO (N43) and WPNSTA Concord (Code 54). Receipt of all requests will be acknowledged following the chain of command review. Each situation or circumstance creating the need for the deviation will be evaluated on an individual basis. NAVSEASYSKOM/WPNSTA Concord will coordinate with the involved activities to verify the need for the deviation and make the appropriate recommendation to CNO for approval. An approved request does not warrant a change to the manual.

4790
<Ser/Orig Code>
<Date>

From: <Activity originating routine change recommendation>
To: Commander, Naval Sea Systems Command (SEA 04TD),
Department of the Navy, Washington, DC 20362-5101
Via; <Originating activity's chain of command>

Subj: SUBMISSION OF ROUTINE CHANGE RECOMMENDATION(S) FOR
SHIPS' 3-M MANUAL

Ref: (a) OPNAVINST 4790.4C (Ships' 3-M Manual)

1. The following routine change(s) is/are recommended for
reference (a):

a. <Chapter, page, paragraph, line, figure, etc.>

(1) <Narrative description of the material to be
changed (including the proposed change)>

(2) <Justification, including any additional
references and information to substantiate the
recommendation>

(3) <Chapter, page, paragraph, etc., of referenced
material provided in justification, if applicable>

b. <Next recommendation>

2. <Name, rank/rate, DSN and/or commercial number of the
point of contact at the originating activity>

(Signature block)

Copy to:
CNO (N43)
WPNSTA Concord (Code 54)

Figure D-1. Routine Change Recommendation